

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002237
Grade 26**

ENVIRONMENTAL COMPLIANCE SUPERVISOR

DEFINITION OF CLASS

This is first level supervisory environmental protection work planning, directing and coordinating enforcement of the elements of the Environmental Protection Compliance Program. Personal contacts are with employees in the same department to coordinate work activities, as well as with property owners, managers, designers, and builders of licensed facilities, to resolve compliance issues and to facilitate programmatic objectives. This work involves contact with individuals inside and outside of County Government, with assistance sometimes recurring and frequent. Contacts include owners, managers, designers and builders of licensed facilities, contractors, business owners, or citizens to inform, and advise and resolve problems encountered in the field. Assistance is provided on demand to the public and clients.

An employee in this class functions as a subject matter expert and utilizes a wide range of advanced level knowledge of the elements of environmental health to supervise the administration of the County Environmental Health Compliance Program. The work is performed in a self-directed manner using well defined programmatic guides, including federal, state, and local codes and regulations, as well as agency policy procedures, to independently assess and resolve complex technical issues that directly affect the health and well being of the community. Assignments may also require knowledge of and skill in using computer and automated office technology. The employee must use judgment in modifying, adapting, or deviating from the existing guides and correspondingly, is expected to formulate recommended changes to the guides based on programmatic knowledge and work experience. The complexity of the work is derived from the variety of substantive and multifaceted issues which require analysis and interpretation of incomplete or contradictory data to establish a course of action. In this context, the employee independently plans, organizes and directs all elements of the environmental compliance program and supervises the work activities of assigned employees. This includes responsibility for hiring, assigning work, performance management, discipline and other related supervisory functions. The work is predominantly performed in an office environment however inherent in the work is occasional exposure to individuals demonstrating aggressive and/or unpredictable behavior.

EXAMPLES OF DUTIES: (Illustrative Only)

- Develops work plans and provides expert technical advice and guidance to personnel conducting compliance audits/investigations and may on occasion participate in the conduct of the most complex investigations.
- Examines staff reports, approves recommended remedial action and mediates outstanding issues.
- Manages the development and administration of data collection and reporting systems.
- Interprets programmatic policy, formulates procedures for enforcement of air, noise, water, and hazardous waste pollution standards, and recommends changes to established County environmental codes.

- Develops and coordinates department level safety training programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Expert knowledge of local, Maryland State, and federal laws, standards, and regulations governing environmental health standards.
- Thorough knowledge of and ability to apply principles, practices, and concepts of environmental health standards.
- Thorough knowledge of and skill in applying methods and techniques of fact finding, analysis, and resolution of complex problems.
- Thorough knowledge of technical specialties within assigned area of responsibility.
- Thorough knowledge of proper sampling techniques and skill in operating equipment associated with areas of responsibility (i.e., water sampling, sound level meter (Type II or better), air sampling equipment, etc.)
- Knowledge of and skill in the use of computers and information technology applications sufficient to perform the work required of the position.
- Ability to maintain State of Maryland Board of Sanitarian Registration or to acquire necessary certifications (i.e., asbestos control, noise control, hazardous materials).
- Ability to effectively communicate and to handle communications and negotiations with tact, resourcefulness, and good judgment, even in confrontational situations.
- Ability to distinguish differences in black and white smoke plumes sufficient to obtain approved certification in plume evaluation (when position requires).
- Ability to read architectural plans or topographic plats or plans and evaluate compliance with environmental standards.
- Ability to distinguish color differences in the soil profile and to use the Munsell color chart (when position requires).
- Ability to obtain significant knowledge of the business/operating practices of the businesses/industries governed by the laws being enforced.
- Ability to respond to urgent or emergency situations at other than normal working hours.
- Skill in explaining and defending ideas and positions, both orally and in writing, and persuading individuals and groups to support assigned program activities and/or decisions.
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to analyze and interpret data and prepare comprehensive reports.

MINIMUM QUALIFICATIONS

Experience: Five (5) years of experience in environmental health investigatory/enforcement work after having attained Registration as an Environmental Sanitarian (or other equivalent registration).

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Possession of Registration as an Environmental Sanitarian in the State of Maryland.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam II with Drug/ Alcohol Screen.

Class Established: May, 2005

Revised: July, 2014

October, 2014